

# Retirement Fund Investment Application

Wealthport (Pty) Ltd (2012/025878/07)

Wealthport (Pty) Ltd ("Wealthport") is an Authorised Financial Services Provider (FSP No. 44158)  
 Ballyoaks Office Park, 35 Ballyclare Drive, Bryanston Johannesburg • Postnet Suite 451, Private Bag X51, Bryanston, 2021  
 Contact number: 010 593 3103 • Facsimile: 087 231 6972 • Email: [admin@wealthport.co.za](mailto:admin@wealthport.co.za)



## Important Information:

- Please read the latest Terms and Conditions applicable to this investment. This is available from your Financial Advisor, the Client Services Centre at 010 593 3103 or at [www.wealthport.co.za](http://www.wealthport.co.za)
- Please submit applications for processing to [admin@wealthport.co.za](mailto:admin@wealthport.co.za) or fax to 087 231 6972.

Please select the Retirement Fund of which you would like to become a Member:

	Retirement Fund Name	FSB Registration Number
	Wealthport Retirement Annuity Fund	12/8/38096
	Wealthport Pension Preservation Fund	12/8/38092
	Wealthport Provident Preservation Fund	12/8/38097

## 1. Member details

Please supply FICA documents as required for Natural Persons.

Title:

First name:

Surname:

Occupation:

Email address:

Cell phone number:

Other contact number:

ID number:

Date of birth:

Nationality:

Tax number:

### Physical address:

Unit number:  Complex name:

Street number:  Street / Farm name:

Suburb / District:  Postal code:

City / Town:

Postal address: Same as above? Please tick this box.

Postal code:

## 2. Member Bank Account details

Bank:

Branch:

Branch code:

Account holder:

Account number:

Account type:  Current  Savings  Transmission

### 3. Member Secure Online access

Do you require secure online access?  Yes  No

If "Yes", you will receive access to an online profile. Your login details will be emailed to you as soon as the profile has been created. Online access will allow you to view your investment details and download statements online, at any time.

### 4. Correspondence preference details

All correspondence will be sent by email to the address on record. It is your responsibility to keep your contact details up to date. If you have a Financial Advisor, correspondence may be sent to both you and your Financial Advisor.

### 5. Investment details

Portfolio name (optional):

Source of funds:  Salary  Bonus  Savings  Inheritance  Other

The minimum initial investment amount is **R50,000**. The minimum debit order amount is **R2,000**.

#### Once off investment:

Investment amount: R

Payment method (once off investment):

Electronic transfer / Deposit (Please use your ID number or portfolio number as the deposit reference)

Collect from my bank account. Collection date:

The maximum collection amount per instruction is R50 000.

Transfer from another retirement fund (Please complete the "Transferring fund details" below)

**Note: Transfers from other retirement funds will be facilitated in cash only. Unit transfer requests cannot be accommodated.**

#### Transferring fund details:

Retirement Annuity  Pension Preservation Fund  Provident Preservation Fund

Pension Fund  Provident Fund

Estimated amount to be transferred: R

Registered fund name:

Fund registration number:

Member account number:

Contact person:  Tel number:

Please indicate whether the once-off investment must be phased in?  Yes  No

If "Yes", please complete the following details:

Amount to be phased in: R

Frequency:  Daily  Weekly  Monthly

Number of phase-ins:

Phase in start date:

Please note that phasing in is only allowed from the Stanlib Money Market Fund B13. The phase-in will be processed on the date requested. If the selected date falls on a weekend or public holiday, it will be processed the following business day. Please note that a phase-in can only be processed 10 working days after processing of the original once-off investment.

**Debit order investment:**

 Frequency:       Monthly     Quarterly     Half Yearly     Yearly

 Debit order amount:                      R            

 Debit order start date:     /   /  

Please note that the start date is the date on which the bank account will be debited and not the date on which investment will take place. If the selected debit date falls on a weekend or public holiday, it will be processed the following business day.

 Annual escalation percentage if applicable:    %

If you wish for your debit order amount to be increased automatically on an annual basis, please indicate the percentage increase you would like. Also note that the escalation will be processed annually in the month specified in the debit order start date above.

**Investment Fund Selection:**

Your retirement fund investment must comply with Regulation 28 of the Pension Funds Act, which are guidelines that set, amongst other things, the maximum percentages that a retirement fund investment may be exposed to in various asset classes, for example: maximums of 75% in equities and 25% in foreign assets.

To check whether your investment selection is Regulation 28 compliant, please contact your Financial Advisor or our Client Services Centre at 010 593 3103 or email [admin@wealthport.co.za](mailto:admin@wealthport.co.za).

Fund/Model Portfolio name	Fund class	Once off investment split %	Debit order investment split %
		%	%
		%	%
		%	%
		%	%
		%	%
		%	%
	<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

**6. Bank Account details for collection**

 Same as Member bank account details specified above?       Yes       No

**If "No", please complete below and supply FICA documents for the bank account holder:**

 Bank:                     

 Branch:                     

 Branch code:                     

 Account holder:                     

 Account number:                     

 Account type:       Current       Savings       Transmission

**7. Debit authority**

- I, the undersigned bank account holder, hereby authorise Wealthport to debit the bank account as indicated above, unless otherwise changed by me from time to time in writing.
- I acknowledge that such debits made from my bank account by Wealthport shall be treated by my bank as if it had been issued by me personally.
- I understand that details of each debit will be printed on my bank statement and that a bank approved and registered abbreviated name (Wealthport) will reflect against all debits.
- I agree to pay any fees relating to this debit order that may be levied by my bank as well as debit order rejection fees charged to a Wealthport bank account.

- I shall not be entitled to any refund of amounts debited from the bank account and invested while this authority was in force. I further understand that should I change my bank account details that Wealthport will require authority to issue and deliver payment instructions for collection against the new bank account.
- The instruction shall commence on the date as specified in this application form, provided that all required documentation has been received by Wealthport, and continue until this Authority and Mandate is terminated by me by giving Wealthport written notice at [admin@wealthport.co.za](mailto:admin@wealthport.co.za) or via 010 593 3103. The termination will be effective from the date of receipt of confirmation of termination from Wealthport.
- I understand that Wealthport will cancel my recurring debit order instruction after two consecutive failed collection requests. The debit order may be reinstated by submitting a new instruction to Wealthport.
- I understand that this Authority and Mandate cannot be assigned or ceded to any third party.

Signature of bank account holder:

Date: 

Y	Y	Y	Y	/	M	M	/	D	D
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**8. Financial Advisor details**

Name:

Surname:

ID number:

FSP Name:

FSP license no:

Investment initial fee (excl. VAT):  % (Maximum fee: 3%)

**\* Please note that this fee will apply to the initial investment and the debit order unless specified otherwise.**

Annual service fee (excl. VAT):  % (Maximum fee: 1.5%)

Financial Advisor fee disclosure for Section 14 transfers:

The Pension Funds Act (24 of 1956) stipulates that a financial advisor may only receive ongoing fees on transferred interests of members in terms of a Section 14 transfer, if such fee is negotiated annually and agreed in writing. Wealthport, as the administrative financial services provider, will pay fees based on the client application form/s where the client and financial advisor agree to ongoing fees until such time as Wealthport is instructed otherwise by the client. Wealthport will further disclose, on a quarterly basis, such agreed fees paid by providing clients with detailed investment statements. It remains the responsibility of the financial advisor to negotiate the ongoing fee annually and keep a written confirmation on record.

*Mandate declaration:*

The Member hereby appoints the specified Financial Advisor in the following capacity:

Full discretion (Please supply us with a copy of the Mandate signed with the Category II Financial Advisor)

**The Financial Advisor may perform all transactions on behalf of the client with no prior client approval required.**

OR

Limited discretion

**Any transaction requested by the Financial Advisor on behalf of the client will require prior client approval.**

**9. Financial Advisor declaration**

- I declare that I have explained and handed to the Client the applicable latest terms and conditions relevant to the investment agreement prior to the signature of the application form.
- It is the FSP's responsibility to evaluate and ensure that all representatives and employees involved in the marketing of Wealthport products act in accordance with all applicable legislative provisions as well as the latest Wealthport Terms and Conditions as published on the Wealthport website. The FSP takes full responsibility for advice given to potential or current clients by the FSP's Representatives and will maintain records thereof in accordance with appropriate legislation.
- I hereby confirm that I am appropriately registered in terms of the Financial Advisory and Intermediary Services Act, No 37 of 2002 ("FAIS Act") to act as the client's Financial Advisor, in terms of a duly signed mandate.
- I acknowledge and confirm that, in my capacity as the primary accountable institution, I have established and verified the identity of the client and all other applicable parties in accordance with Section 21 of the Financial Intelligence Centre Act,

No 38 of 2001 ("FICA Act") and will keep records of the required documents according to the provisions of Section 22 of the FICA act.

- I confirm that I have explained the necessary disclosures required in terms of the FAIS Act.
- I warrant that I have explained all fees that relate to this investment to the client.
- I warrant that the information provided in this form is correct and that the I will advise Wealthport in writing should any of the details completed herein change subsequent to signature hereof.

Financial Advisor  
signature:

Date:     /   /

**10. Dependants and other nominated beneficiaries**

The Trustees of the fund will refer to this information when allocating the proceeds of a deceased's portfolio. The distribution of the proceeds is determined at the sole discretion of the Trustees and is regulated by Section 37C of the Pension Funds Act. Legislation requires that the trustees identify dependants of the deceased, establish their financial circumstances and then allocate the benefit to those dependants, taking into account who the deceased may have nominated to receive the benefit. Please ensure that the percentages specified for your dependants and nominated beneficiaries all add up to 100%.

**Dependants:**

Please complete the details of all your dependants, i.e. persons defined as such in the Pension Funds Act 24 of 1956 as those whom you support financially (i.e. spouse, children, stepchildren, parents, grandparents etc.) as well as children and spouses who you do not necessarily support financially (legal dependants):

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Would you like this person to share in the death benefit?  Yes  No If "Yes", percentage allocation:   %

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Would you like this person to share in the death benefit?  Yes  No If "Yes", percentage allocation:   %

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Would you like this person to share in the death benefit?  Yes  No If "Yes", percentage allocation:   %

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Would you like this person to share in the death benefit?  Yes  No If "Yes", percentage allocation:   %

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Would you like this person to share in the death benefit?  Yes  No If "Yes", percentage allocation:   %

If you have more dependants, please attach a signed copy of this section to the form.

**Nominated beneficiaries:**

Please complete the details of any person/entity not specified as a dependant whom you wish to nominate to share in the death benefit in the event of your death.

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Percentage allocation:  %

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Percentage allocation:  %

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Percentage allocation:  %

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Percentage allocation:  %

Full name and surname:

Relationship with Member:

ID number:  Tel number:

Percentage allocation:  %

If you wish to nominate more beneficiaries, please attach a signed copy of this section to the form.

**11. Member declaration**

- I have read, understand and agree to the latest Terms and Conditions governing this agreement as published on the Wealthport website as well as the Conditions of Membership governing this agreement as contained in this application form. I understand the importance of having read and questioned the latest terms and conditions where anything is unclear in order to be fully aware of the detail contained in the latest terms and conditions.
- I confirm that all information provided herein is true and correct and I will advise Wealthport in writing should any of the details change subsequent to signature hereof.
- I understand that I am responsible for the accuracy and completeness of answers, statements or other information provided by me or on my behalf.
- I have not received advice from Wealthport regarding this application and my investment through Wealthport is based on my own initiative and not due to an offer or solicitation by Wealthport.
- I confirm that Wealthport may accept all instructions signed by me, including instructions submitted via electronic means.
- I confirm that the Financial Advisor mentioned herein, is my appointed Financial Advisor.

- I also confirm that Wealthport may accept all instructions from my appointed Financial Advisor only if appointed and authorised by me in writing.
- I understand that I need to approve all transactions submitted on my behalf where the Financial Advisor is not appropriately licensed to transact on my behalf or I have not granted him/her a discretionary mandate.
- I hereby declare that I am the legal owner of the funds and/or investments which are to be utilised to facilitate this investment or have gained the signed permission of the third party bank account holder as included in this application.
- I understand that this application will only be finalised once Wealthport has received and verified all required documentation.

Member signature:

Date:

Y	Y	Y	Y	/	M	M	/	D	D
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## 12. Wealthport Administration Fees

- Initial fee: None
- Standard annual administration fees:

All investment values	0.5% per annum (plus VAT)
Wealthport may change these fees from time to time with 3 (three) months' prior written notice.	

Wealthport may receive a rebate which will be passed on to the Member. Wealthport will calculate the monthly fee owed by a Member and if the fee amount is less than R20 (plus VAT) for an individual portfolio a minimum fee of R20 (plus VAT) will apply. Wealthport will deduct the annual fee proportionally across all funds within a single investment portfolio.

- AGREED annual administration fees (if applicable):

First R0 – R3 million		%	per annum (plus VAT)
Above R3 million		%	per annum (plus VAT)
Wealthport may change these fees from time to time with 3 (three) months' prior written notice.			

### Terms applicable to agreed fees:

I understand that my IFA has agreed administration fees with Wealthport on the basis that

- ✓ the aforementioned agreed Wealthport administration fees will apply to this investment portfolio;
- ✓ annual administration fees agreed with Wealthport has been explained to me by my IFA and it does not exceed the standard Wealthport administration fee of 0.5% per annum plus VAT.
- Retirement fund portfolios may attract an additional governance fee per portfolio as and when approved by the fund Board of Trustees. The current governance fee is set at R10 per month (plus VAT).
- Members who are invested in an ETF, will pay a 0.1% (plus VAT) ETF Broker fee when purchasing, selling or switching an ETF. ETF broker fees may change from time to time. Prior written notice will be provided to the Member of any such change.

Member signature:

Date:

Y	Y	Y	Y	/	M	M	/	D	D
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## 13. Wealthport Retirement Fund bank account details

Deposits and transfers should be paid into the following bank accounts.

Account holder	Wealthport Retirement Annuity Fund	Wealthport Pension Preservation Fund	Wealthport Provident Preservation Fund
Bank	FNB	FNB	FNB
Branch	Wierda Valley	Wierda Valley	Wierda Valley
Branch code	260 950	260 950	260 950
Account number	624 9775 2933	624 9775 0044	624 9775 2157
Account type	Current Account	Current Account	Current Account

## Conditions of Membership of the Wealthport Retirement Funds

### Interpretation

For purposes of these latest Terms and Conditions, unless otherwise indicated by the context of the sentence or clause, the following terms will have these meanings:

“Wealthport” refers to Wealthport (Pty) Ltd, a private company incorporated in the Republic of South Africa with registration number 2012/025878/07. Wealthport is an approved administrative financial services provider (with FSP number 44158) and Retirement Funds administrator (with FSB approval number 24/714). As an administrative financial services provider, Wealthport invests on behalf of Clients in Unit Trusts and Exchange Traded Funds (“ETFs”) on the basis that such Units are bought and sold in bulk.

“Fund” refers to the Wealthport Retirement Annuity Fund, Wealthport Pension Preservation Fund and Wealthport Provident Preservation Fund.

“Member” refers to you, the person whose retirement savings are invested in the Fund.

“Trustees” refer to the board of trustees of the Fund.

“Dependant” refers to the person/s defined as such in the Pension Funds Act 24 of 1956 as those whom the Member supports financially (i.e. spouse/s, divorced spouses to whom maintenance is paid, children irrespective of their age and including those adopted, from previous marriages or born out of wedlock, stepchildren, parents, grandparents, family Member, grandchildren, a friend etc.) as well as children and spouses not necessarily supported financially by the Member (legal dependants). Dependents will be considered by the trustees as per prescribed legislation for a benefit upon the death of a Member.

“Beneficiary” refers to the person/s nominated by the Member to share in the death benefit in the event of the Member’s death.

### Member Information

- a. A Member may transfer a benefit from another Retirement Fund into the Fund.
- b. It is the Member’s responsibility to read and understand the latest detailed standard terms and conditions of Wealthport which outlines the service levels to retirement fund Members and all rights and responsibilities of both the Member and Wealthport as specified by regulatory authorities.
- c. The Member may select from a list of trustee approved unit trust funds and exchange traded funds and/or managed portfolios. The aforementioned will comply with the investment exposure limits set out in Regulation 28 of the Pension Funds Act 24 of 1956 (“the Act”). The Trustees do not take any responsibility for the Member’s selection and may amend the available options from time to time.
- d. The Member has the ability to switch between unit trusts or exchange traded funds.
- e. The Member may request copies of the Fund rules from Wealthport. Copies will be made available at a fee determined by the Trustees. The Fund rules takes precedence over the latest terms and conditions relating to membership.
- f. As a Member of the Fund you may opt to transfer your benefit in the Fund to another approved retirement fund. If the Member transfers the benefit to another approved fund, the Member must transfer the full market value, after fees and charges have been deducted from the underlying investment. The transfer is subject to the Rules of the Fund, the rules and requirements of the receiving fund and requirements of the regulatory authorities and legislation.
- g. The Trustees may change the Rules of the Funds. An updated version will be made available to the Member via the Financial Advisor or via Wealthport.
- h. The Trustees may decide to reduce the benefit of the Fund to recover fees and Fund expenses from the Member’s underlying benefits for fees not directly related to unit trusts and administration, audit or valuation. Wealthport will provide prior written notice to the Member of any such decision made by the Trustees.
- i. The Fund and Wealthport is not responsible for certain losses suffered and do not give advice.

### Dependants and Beneficiaries

- a. The Member may nominate beneficiaries to receive the benefit in the event of the Member’s death. The Member cannot specify how the death benefit should be dealt with in a will.
- b. The Member should keep the nomination up to date. If the Member wishes to change the nomination, a Change of Dependants and Beneficiaries form must be completed and signed by the Member and submitted to Wealthport. Neither the Fund nor Wealthport will be obliged to accept such a form if it is delivered to Wealthport or the Fund after the Member’s death.
- c. Legislation requires the Trustees to use their discretion when making an allocation between a deceased Member’s dependants and beneficiaries, should they differ. The Member’s nomination therefore does not guarantee that the beneficiary will receive any death benefits.
- d. Dependants are given preference when allocating benefits as per prescribed legislation. A Member’s dependants always include the spouse(s) and all children (irrespective of their age and including those adopted, from previous marriages or born



out of wedlock). Anyone else who is financially dependent on the Member (such as an elderly parent, a family member, a grandchild, a friend or a divorced spouse to whom the Member is paying maintenance) is also a dependant as well as children and spouses who the Member does not necessarily support financially (legal dependants).

#### Access to benefit under the Fund

- a. Benefits are payable on retirement (which is any time after the age of 55), withdrawal or death on receipt of the required application documents and subject to applicable legislation.
- b. A Member may apply for a withdrawal benefit under certain limited circumstances as per prescribed legislation.
- c. A Member may not receive a benefit when leaving his/her employer.

#### Responsibilities of the Fund

It is the responsibility of the Fund, via Wealthport, to pay benefits according to the determination of the Trustees and applicable legislation, deduct tax where applicable according to the directives of the South African Revenue Services, provide statements at least annually via electronic means, comply with Regulation 28 pertaining to Prudential guidelines and provide the Member with contribution certificates.

#### Board of the Fund

##### Principal Officer:

Gail Le Grellier BA LLB

##### Sponsor appointed Trustees:

Catherin M van der Merwe B Com (Hons)

Eugene F Maree – BSc Economics

##### Independent Trustee (Chairman):

Anesh Soonder – BA Law (LLB) (LLM)

#### Fund's contact details

Telephone: +27 10 593 3103  
Fax: +27 87 231 6972  
Email: [admin@wealthport.co.za](mailto:admin@wealthport.co.za)  
Address: 35 Ballyclare Drive  
Ballyoaks Office Park  
2<sup>nd</sup> Floor, Lacey Oak House  
Bryanston, 2021  
Postal: Postnet Suite 451  
Private Bag X51  
Bryanston  
2021

#### Confidentiality

Wealthport has a Privacy Policy governing the confidentiality of Member information. Please refer to the Wealthport website at [www.wealthport.co.za](http://www.wealthport.co.za) for a copy of this policy or a copy can be obtained from the Client Services Centre 010 593 3103 or at [admin@wealthport.co.za](mailto:admin@wealthport.co.za).

#### Amendments to the Terms and Conditions

Wealthport reserves the right to amend its terms and conditions from time to time. Material changes to any latest terms and conditions will be communicated to the Member.

#### Complaints and disputes

If the Member is not satisfied with any aspect of his/her membership of the Fund, complaints may be directed to the Fund via the Wealthport Client Service Centre available on 010 593 3103 or to Wealthport via email to [admin@wealthport.co.za](mailto:admin@wealthport.co.za). Wealthport will endeavour to resolve any complaints received within 24 hours or, if the complaint requires further investigation or management involvement, the complaint will be resolved as soon as possible after it is received, not exceeding 20 working days. Please refer to the Wealthport website at [www.wealthport.co.za](http://www.wealthport.co.za) for a copy of the Wealthport Complaints Resolution policy or a copy can be obtained from the Client Services Centre 010 593 3103 or at [admin@wealthport.co.za](mailto:admin@wealthport.co.za).

If a Member has not received a response within 20 working days or is not satisfied with the response, the Member may contact the Pension Funds Adjudicator at:

PO Box 580	Telephone:	+27 12 346 1738		
Menlyn	Fax:	086 693 7472		
0063	Email:	<a href="mailto:enquiries@pfa.org.za">enquiries@pfa.org.za</a>	Website:	<a href="http://www.pfa.org.za">www.pfa.org.za</a>